



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

SENIOR PERSONNEL SPECIALIST

\$3,658 - \$4,579

HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO

RESPONSIBILITIES: Under general direction of the Transactions Manager (Staff Services Manager I), the incumbent is responsible for transactions and benefit processing related to workers' compensation pay and benefits; return to work adjustments, and leaves of absences – Family Medical Leave, State Disability Insurance, Non-industrial Disability Insurance, Catastrophic Leave, Work & Family Leave Program, short-term and long-term leaves permissible by Collective Bargaining Agreements. The incumbent must apply state laws and rules, department and control agency rules and regulations, and bargaining unit provisions to a variety of personnel transactions. Researches and provides management, supervisors, and employees with leave related information, as necessary. Specific duties include:

- Administers the complex and sensitive personnel issues related to disability claims and procedures by processing PAR and payroll documentation, salary advances, benefit documents; auditing, reconciling, and modifying leave credits; providing all workers' compensation appropriate staff; reviewing and processing various workers' compensation documents.
- Processes various leave programs requests, consults with managers, supervisors and employees regarding such programs:
 - Family Medical Leave Act (FMLA)
 - Work and Family Leave
 - Non-Industrial Disability Leave Insurance (NDI)
 - State Disability Insurance (SDI)
 - Catastrophic Leave
 - Transfer of Leave Credits
 - Various long-term and short-term leaves granted by State law and Collective Bargaining Unit Agreements.

Position may be downgraded to a Personnel Specialist for recruitment purposes.

DESIRABLE QUALIFICATIONS: Highly seeking individuals with direct knowledge and experience related to Workers' Compensation; ability to think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions related to workers' compensation pay and benefits, return to work adjustments, and leaves of absences; ability to independently interpret and use reference material; follow directions; gather data; design and prepare tables and spreadsheets; ability to establish good working relationships and to communicate effectively with staff at all levels and with the public.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Personnel Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Personnel Specialist #413-191-1317-010" ON THE**

9/27/13 TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATE APPLICATION. APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: **October 11, 2013 by 5 p.m., Close of Business**

NOTE: This position has been previously advertised. If you have already applied for this position, it is not necessary to resubmit your application package.

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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